

**APPLY IN PERSON:**

Employment Information Center (M-W-F ONLY)  
Civic Center Plaza - 1200 3<sup>rd</sup> Avenue, Suite 101-A,  
San Diego, CA 92101

**INTERNET:** www.sandiego.gov/empopp



**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department  
1200 3<sup>rd</sup> Avenue, Suite 300, San Diego, CA 92101-4107

**24 Hour JOBLINE:** (619) 682-1011

**CITY OF SAN DIEGO  
EMPLOYMENT OPPORTUNITY**

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**#T2419 FIRE PREVENTION INSPECTOR I  
MONTHLY SALARY: \$4179 to \$5044**

**#T2420 FIRE PREVENTION INSPECTOR II  
MONTHLY SALARY: \$4901 to \$5927**

**\*APPLICATION PERIOD: FIRST DATE: October 7, 2005**

**LAST DATE: November 9, 2005**

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants have been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

**REQUIREMENTS:** You must meet the following requirement(s) on the date you apply, unless otherwise indicated.

**EDUCATION:** High School graduation or a State of California G.E.D. equivalency.

**GENERAL:** United States citizenship or permanent resident alien who is eligible **and** has applied for U.S. citizenship at least ONE YEAR prior to application for employment.

**EXPERIENCE:**

**FIRE PREVENTION INSPECTOR I** - you must meet one of the following requirements on the date you apply:

- a) Three years of full-time experience as a Fire Fighter I or II with the City of San Diego.  
-OR-
- b) Three years of full-time experience performing code enforcement work. Two years of this experience must involve enforcement of sections of the California Fire Code.  
-OR-
- c) Three years of full-time journey-level experience with a governmental agency performing a wide range of fire safety inspection and code enforcement duties including inspections of multi-family residential, commercial, or industrial structures.

**FIRE PREVENTION INSPECTOR II** - you must meet one of the following requirements on the date you apply:

- a) One year of full-time experience as a Fire Prevention Inspector I with the City of San Diego.  
-OR-
- b) One year of full-time experience as a Fire Engineer with the City of San Diego.  
-OR-
- c) Four years of full-time experience as a Fire Fighter I or II with the City of San Diego.  
-OR-
- d) Four years of full-time experience performing code enforcement work. Three years of this experience must involve enforcement of sections of the California Fire Code.  
-OR-
- e) Four years of full-time journey-level experience with a governmental agency performing a wide range of fire safety inspection and code enforcement duties, at a level equivalent to Fire Prevention Inspector I, including fire inspections of multi-family residential, commercial, or industrial structures.

**LICENSE:** A valid California Class C Driver's License, which permits you to drive an automobile, is required at the time of hire.

**DUTIES:**

**FIRE PREVENTION INSPECTOR I:**

Performs periodic inspections of all occupancies (industrial, commercial, high rises, etc.) to ensure compliance with Federal, State, and local fire and life safety codes and ordinances; conducts plan check review and related inspections for new construction and tenant improvements for all types of occupancies; issues and reviews violation notices with owner and re-inspects for compliance; investigates citizen complaints regarding fire and/or life safety hazards; advises developers, contractors, property owners and the public in matters related to fire prevention, code interpretation, code enforcement, and hazardous materials storage, use and handling; maintains accurate files and records of fire inspections; and prepares clear and concise reports.

**FIRE PREVENTION INSPECTOR II:**

Performs the duties described above under minimal supervision including the more complex and technical plan check reviews and fire and safety inspections.

**HOW TO APPLY:** Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (the original and one copy, including any attachments)** for this position. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

**THE SCREENING PROCESS** will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

**ELIGIBLE LIST:** Separate eligible lists will be established for **Fire Prevention Inspector I** and **Fire Prevention Inspector II**. Candidates who are successful in the screening process described above will be placed on the respective **one category** eligible list(s) which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications from the corresponding list will be contacted by the hiring department for an interview.

**PRE-EMPLOYMENT REQUIREMENTS:** Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job. Screening processes may include, but are not limited to the following: confirmation of citizenship/legal right to work in the United States, a comprehensive medical examination, including drug/alcohol screening, and a very thorough background investigation which may include, but is not limited, to a conviction record check, D.M.V. driving record check, military record check, reference checks, review of prior employment history, psychological evaluation, and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for an FBI/NCIC conviction record report. A basis for automatic disqualification of an applicant would be: any felony conviction; falsification of background, identity, education or any material fact on application or in interview; any illegal drug usage in the last 3 years; dishonorable or bad conduct discharge from military service; Driving Under the Influence (DUI) conviction in the last 3 years or other serious violation such as hit and run, manslaughter, reckless driving, or other similar violation; four moving traffic convictions in the last 3 years. A basis for potential disqualification of an applicant would be: general discharge from military service; poor employment record; history of consistently poor credit; any conviction less than a felony, subject to review by the Personnel Director.

MAS/September 26, 2003/\*Rev. 3 (10-07-05)/Class: 1474;1475

**THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"**

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

# APPLICANT INFORMATION

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## APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

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**FALSIFICATION:** Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

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## GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

**A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.**

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

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**A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions** you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

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## EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

## REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

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**The provisions of this bulletin do not constitute an expressed or implied contract.**

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**DIVERSITY BRINGS US ALL TOGETHER**